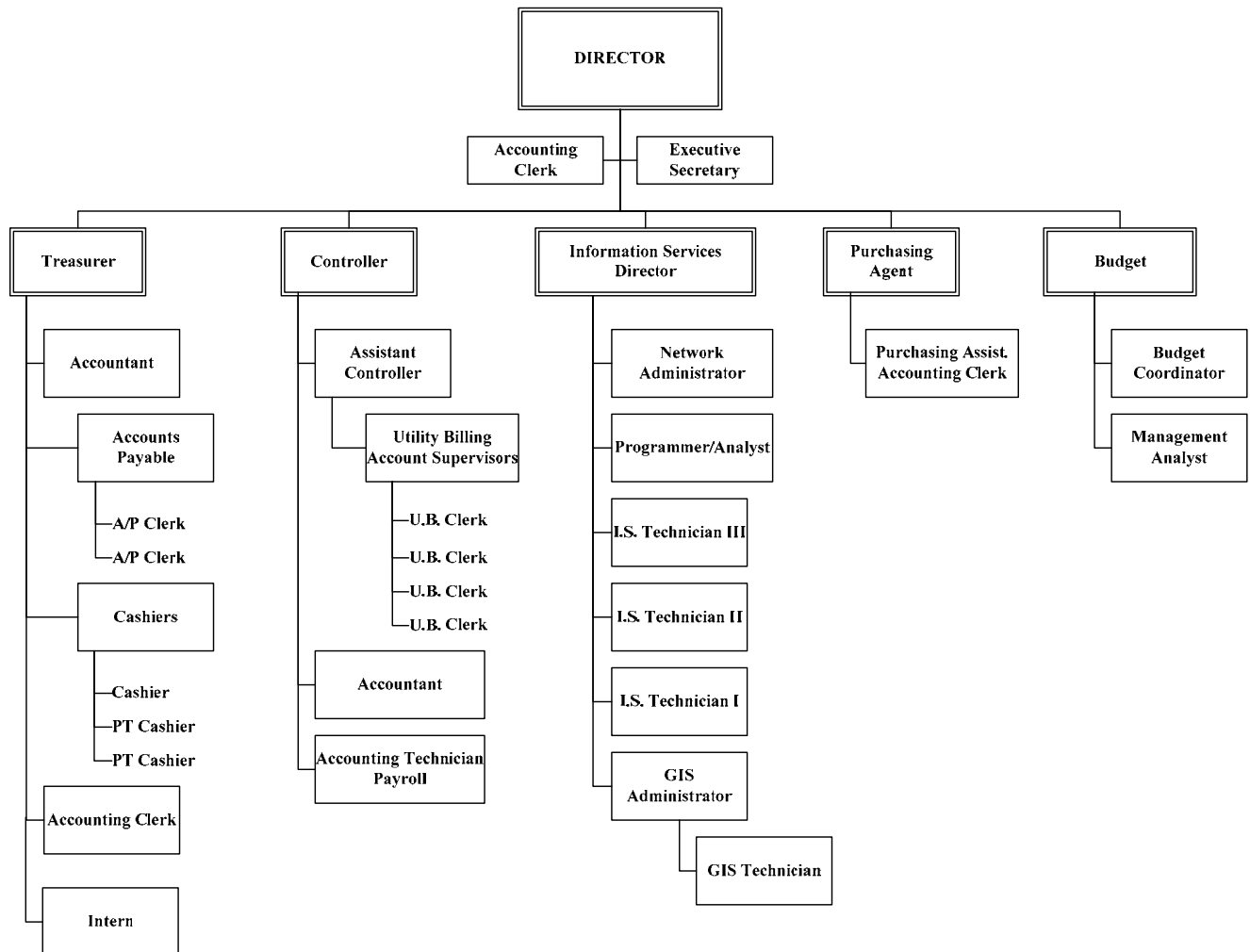


## Department Organization

## Finance & Information Services



## Department Description

The Finance & Information Services department has the responsibility of acting as the gatekeeper for the city. The department provides budget, purchasing, accounting, utility billing, and funding direction for the city.

## Department Mission

The mission of the Finance & Information Services department is to provide information and support services for city administration, operating departments, and citizens in accordance with applicable requirements and regulations.



## Policies & Objectives

## Finance & Information Services Administration

- Maintain AA+ bond rating.
- Maintain adequate fund balance / working capital reserves for each fund.
- Maintain a high debt payoff ratio (65% or more of principal in 10 years).

## Five-year Accomplishments

- Maintained AA+ bond rating.
- Increased general fund balance reserve from 8.4% of estimated revenues to 11.5% of estimated revenues.

## Significant Budget Issues

**1** **Accounting Clerk** - This position was previously budgeted in Fire but has been moved to Finance.

## Budget Information

Department 170	2006 Actual	2007 Actual	2008 Actual	2009 Estimated	2010 Approved
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 217,469	\$ 210,690	\$ 193,407	\$ 167,653	\$ 217,019
Administrative Charges					
31415 Information Services	30,672	78,835	79,080	95,711	100,352
<b>Total Financing Sources</b>	<b>\$ 248,141</b>	<b>\$ 289,525</b>	<b>\$ 272,487</b>	<b>\$ 263,364</b>	<b>\$ 317,371</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 169,590	\$ 178,505	\$ 181,100	\$ 188,408	\$ 209,302
411113 Vacation Accrual	510	640	-	-	-
411121 Seasonal Pay	2,888	2,805	-	-	-
411131 Overtime/Gap	-	-	-	250	-
411211 Variable Benefits	34,401	36,191	36,341	37,698	42,308
411213 Fixed Benefits	10,336	11,296	11,444	11,984	23,215
411214 Retiree Health Benefit	4,803	5,078	5,335	1,543	2,967
41132 Mileage Reimbursement	171	22	-	200	200
41135 Phone Allowance	-	-	354	-	-
4121 Books, Sub. & Memberships	1,574	1,594	1,249	1,500	1,500
41231 Travel	785	2,198	-	2,500	2,500
41232 Meetings	1,125	715	611	500	500
41234 Education	1,500	1,500	1,500	2,000	2,500
41235 Training	-	588	-	250	500
412400 Office Supplies	1,620	2,927	3,833	3,600	3,600
412440 Computer Supplies	-	-	-	285	285
412490 Miscellaneous Supplies	233	38	124	300	300
412511 Equipment O & M	689	238	648	300	300
412611 Telephone	850	916	956	1,153	1,269
41379 Professional Services	60	20,239	-	-	-
414111 IS Charges	16,287	23,723	28,992	6,993	20,355
4174 Equipment	719	312	-	3,900	5,770
<b>Total Financing Uses</b>	<b>\$ 248,141</b>	<b>\$ 289,525</b>	<b>\$ 272,487</b>	<b>\$ 263,364</b>	<b>\$ 317,371</b>

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2008	FY 2009	FY 2010
<b>Appointed - Category 1:</b>					
Director	\$ 3,092.00	\$ 4,869.90	1.00	1.00	1.00
<b>Regular:</b>					
Executive Secretary	\$ 1,168.80	\$ 1,840.90	1.00	1.00	1.00
Accounting Clerk	\$ 944.00	\$ 1,486.80	0.00	0.00	1.00
<b>Total FTEs</b>			2.00	2.00	3.00

**1**

**ACCOUNTING**

- Ensure compliance with the State Fiscal Procedures Act in order to receive an unqualified opinion from independent auditors.
- Earn the Government Finance Officers Association (GFOA) Excellence in Financial Reporting Award.
- Prepare and distribute a monthly budget report on or before the tenth day of each month.

**ACCOUNTS PAYABLE**

- Ensure all payments comply with current city policy.
- Train departments on accounts payable, purchasing, travel, and city credit card policy.
- Pay 95% of all invoices on time.

**PAYROLL**

- Process payroll and associated payroll liabilities in an accurate and timely manner.
- Submit accurate quarterly and annual payroll returns by state and federal due dates.

**RECEPTION & PBX**

- Answer main city lines within three rings.
- Greet public providing directions and information in a knowledgeable and courteous manner.

**TREASURY**

- Train departments on proper cash procedures.
- Ensure compliance with the State Money Management Act.
- Implement Automated Clearing House (ACH) payments for utility customers.

**UTILITY BILLING**

- Process all utility bills within three days after the meter read date.
- Collect 99.95% of the amount billed (less than 0.05% write-off rate).

**Five-year Accomplishments**

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- Received 21 consecutive Excellence in Financial Reporting Awards from the GFOA.
- Implemented new utility billing software to enhance customer service, improve billing efficiencies, and meet reporting requirements.
- Implemented eCARE, which allows customers to make online payments and retrieve account information.
- Integrated the accounting for the Sandy Arts Guild into the city's financial system without additional accounts payable, cashing, or payroll personnel.
- Implemented Government Accounting Standards Board (GASB) Statement 44 which increased the requirements for the Comprehensive Annual Financial Report's (CAFR) statistical section.
- Improved cashing processes with the adoption of a new cashier policy which focuses on accountability and internal controls. Business license and ambulance payments are now processed in central cashing, and new cash handling procedures have been implemented at River Oaks Golf Course.
- Enabled electronic vendor payments for payroll liabilities and other items.
- Implemented the "budget billing" alternative for customers.
- Implemented paperless utility billing, electronic check payments, and autodraft services.

Governmental accounting continues to increase in complexity as the public requires more accountability of the use of public funds. Recently, the GASB issued Statement 44 which substantially increased the requirements for the statistical section of the CAFR. We anticipate ongoing training and changes to our current accounting processes in order to continue to comply with the intent of this and other reporting requirements.

The city has been fortunate to obtain money for completion of capital projects to provide services to our citizens through federal grants and low-interest bonding. The use of federal grants and creative financing tools like special improvement districts and sales tax and revenue bonds also requires additional accounting and compliance with federal and state laws.

An increasing percentage of our citizenry is sophisticated in the use of technology. We have many requests to provide more of our services in an electronic environment. We continue to dedicate time and resources to meet these requests where possible.

The measures that follow allow us to monitor our performance on the policies and objectives stated above and on our use of funds allocated to the Financial Services division.

<b>Measure (Fiscal Year)</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009*</b>	<b>2010**</b>
<b>ACCOUNTING</b>					
Monthly Budget Reports prepared:					
on time	10	11	11	12	12
1-3 days late	2	1	1	-	-
more than 3 days	-	-	-	-	-
<b>ACCOUNTS PAYABLE</b>					
Invoices processed annually	25,634	25,975	25,858	24,000	24,000
% of invoices paid late	3.32%	3.28%	3.28%	3.60%	3.60%
<b>PAYROLL</b>					
Payroll checks processed annually	18,472	19,197	19,965	20,000	20,000
W-2's issued	985	1,004	1,100	1,150	1,150
<b>TREASURY</b>					
Cash receipts processed annually	343,113	349,439	357,826	366,000	345,000
<b>UTILITY BILLING</b>					
Number of Accounts by Utility:					
Water	27,196	27,489	27,763	25,015	25,200
Waste Collection	23,274	23,399	23,464	23,530	23,600
Storm Water	24,627	24,806	24,987	25,030	26,000
Street Lighting	633	527	140	60	15
Utility Billing Write-offs:					
Dollar Amount	\$13,268	\$19,995	\$12,725	\$13,605	\$13,605
% of Sales	0.056%	0.079%	0.049%	0.050%	0.050%
Number of Accounts	182	261	159	175	175

\* Estimated based on actual data through April 15, 2009.

\*\* Targets for performance indicators and projections for workload indicators.

**1** Seasonal FTE's - Due to budget cuts, seasonal FTE's have been eliminated for FY 2010.

### Budget Information

<b>Department 1720</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Estimated</b>	<b>2010 Approved</b>
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 297,412	\$ 320,164	\$ 335,283	\$ 300,242	\$ 218,926
Administrative Charges					
31411 Redevelopment Agency	5,883	8,136	6,969	7,488	8,664
31412 Water	434,820	451,770	457,335	504,182	536,114
31413 Waste Collection	140,615	126,931	124,566	133,474	146,789
31414 Fleet Operations	58,922	37,474	40,137	44,945	51,268
31415 Information Services	23,098	40,906	60,948	54,748	55,849
31416 Storm Water	60,388	64,909	57,286	56,904	64,238
31417 Alta Canyon Sports Center	9,100	11,438	8,528	10,595	10,126
31418 Golf	4,430	4,498	4,198	4,508	5,354
31419 Sandy Arts Guild	-	244	595	573	508
314110 Recreation	-	1,692	1,913	2,079	2,168
314111 Risk Management	-	5,258	6,732	6,950	7,580
<b>Total Financing Sources</b>	<b>\$ 1,034,668</b>	<b>\$ 1,073,420</b>	<b>\$ 1,104,490</b>	<b>\$ 1,126,688</b>	<b>\$ 1,107,584</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 597,552	\$ 624,176	\$ 657,697	\$ 689,101	\$ 676,587
411113 Vacation Accrual	17,458	2,389	-	-	-
411121 Seasonal Pay	11,518	9,728	6,861	10,449	-
411131 Overtime/Gap	18	5	-	1,250	-
411211 Variable Benefits	128,315	133,392	141,072	147,584	143,683
411213 Fixed Benefits	100,621	98,265	86,588	104,234	118,251
411214 Retiree Health Benefit	3,785	4,678	3,502	3,056	3,922
41132 Mileage Reimbursement	854	1,286	1,098	1,500	1,500
4121 Books, Sub. & Memberships	2,202	2,402	2,292	2,000	2,000
41231 Travel	3,129	4,065	6,914	1,450	1,450
41232 Meetings	896	378	309	500	500
41235 Training	1,641	2,753	617	6,000	6,000
412400 Office Supplies	8,843	9,052	11,033	13,000	13,000
412440 Computer Supplies	3,119	3,909	6,268	1,244	1,244
412445 Billing Supplies	13,561	15,843	21,166	15,000	15,000
412490 Miscellaneous Supplies	-	-	787	-	-
412511 Equipment O & M	1,382	1,409	1,676	3,000	3,000
412611 Telephone	6,798	7,149	6,695	9,489	10,261
41379 Professional Services	-	65	4,045	4,000	4,000
414111 IS Charges	103,516	111,177	106,765	109,831	106,888
4173 Building Improvements	-	1,224	6,506	-	-
4174 Equipment	29,460	40,075	32,599	4,000	298
<b>Total Financing Uses</b>	<b>\$ 1,034,668</b>	<b>\$ 1,073,420</b>	<b>\$ 1,104,490</b>	<b>\$ 1,126,688</b>	<b>\$ 1,107,584</b>

**Budget Information (cont.)**
**Finance Services**

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2008	FY 2009	FY 2010
<b>Appointed - Category 1:</b>					
City Treasurer	\$ 2,240.00	\$ 3,528.00	1.00	1.00	1.00
<b>Regular:</b>					
Controller	\$ 2,086.40	\$ 3,286.10	1.00	1.00	1.00
Assistant Controller	\$ 1,943.20	\$ 3,060.50	1.00	1.00	1.00
Accountant	\$ 1,418.40	\$ 2,234.00	2.00	2.00	2.00
Accounting Technician	\$ 1,345.60	\$ 2,119.30	1.00	1.00	1.00
Accounts Payable Specialist	\$ 1,089.60	\$ 1,716.10	2.00	2.00	2.00
Utility Billing Account Supervisor	\$ 944.00	\$ 1,486.80	4.00	4.00	4.00
Accounting Clerk	\$ 944.00	\$ 1,486.80	1.00	1.00	1.00
Cashier	\$ 944.00	\$ 1,486.80	1.00	1.00	1.00
<b>Part-time:</b>					
Cashier	\$ 11.80	\$ 18.59	2.25	2.25	2.25
<b>Seasonal:</b>			1.00	1.00	0.00
Intern	\$ 9.43	\$ 15.08			
<b>Total FTEs</b>			17.25	17.25	16.25

**1**

Fee Information	2006 Approved	2007 Approved	2008 Approved	2009 Approved	2010 Approved
<b>3116 Innkeeper Fee - per Ordinance</b>	1.5%	1.5%	1.5%	1.5%	1.5%
<b>31491 Sale of Maps, Copies &amp; Information</b>					
Audit	\$25	\$25	\$25	\$25	\$25
Budget Book	\$25	\$25	\$25	\$25	\$25
<b>31496 IRB Review Fee</b>	\$2,825	\$2,825	\$2,825	\$2,825	Discontinued
<b>31497 Franchise Application Fee</b>	\$550	\$550	\$550	\$550	\$550
<b>31699 Phone Payment Convenience Fee</b>	N/A	N/A	N/A	N/A	\$3
<b>3184 Collection Fees</b>					
Non-Metered Accounts	Constable Fees	Constable Fees	Constable Fees	Constable Fees	Constable Fees
Returned ACH (Direct Debit)	N/A	N/A	N/A	N/A	\$20
Returned Checks					
Returned from Bank	\$25	\$25	\$25	\$25	\$25
To Legal Department for Collection	\$40	\$40	\$40	\$40	\$40
Sundry Billings					
To Legal Department for Collection	\$175	\$175	\$175	\$175	\$175

**BUDGET**

**Provide timely, relevant financial information to facilitate the City Administration and Council in making planning and policy decisions.**

- Estimate revenues conservatively. Actual general fund revenue should exceed the budget by 1 to 3 percent.
- Provide needed information and advice during the budget process.
- Be fair when considering budget requests given city resources and priorities.

**Communicate the final budget effectively to the public, media, city employees, auditors, bonding agencies, and other interested parties.**

- Prepare a budget document that meets the criteria for the GFOA's Distinguished Budget Presentation Award.
- Make the final budget available within 15 working days after the start of the fiscal year in book form, on the city network, and on the internet.

**Serve as a valuable resource to city departments by providing the financial information and feedback necessary for the lawful and efficient operation of city government.**

- Publish budget documents and reports that are accurate.
- Review monthly budget reports showing amendments and comparisons of year-to-date budget vs. actual figures.

**PURCHASING**

**Procure high-quality services and supplies in a timely manner at a competitive price.**

- Process requisitions daily.
- Process purchase orders daily.
- Support departments by answering questions and providing training.
- Bring departments on line with the State Purchasing Card (VISA) System.

**Promote an ethical environment in which vendors can fairly compete for city business.**

- Monitor purchases for compliance with city ordinances and policies.
- Notify, when practical, all interested vendors of opportunities to bid.
  - o Maintain the database of interested vendors and the commodities or services that they provide.

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**Five-year Accomplishments**

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**BUDGET**

- Implemented a new budget book format intended to enhance accountability and the review process.
- Received four consecutive Distinguished Budget Presentation Awards from the Government Finance Officers Association (GFOA).
- Developed a comprehensive summary budget that serves as a "liftable budget" for interested parties.

**PURCHASING**

- Added processes to the financial system for check requests, travel, and credit cards that work similar to the purchase order process and trained department buyers.
- Implemented purchasing card program.
- Implemented online access to Invitations for Bid (IFB) and Requests for Proposal (RFP).

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**Performance Measures & Analysis**

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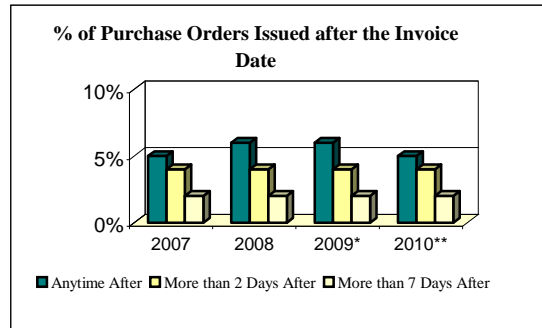
The past five budget documents have received the Distinguished Budget Presentation Award from the GFOA. In relation to revenue forecasts, the economic downturn began in April 2009. Thus, general fund revenues are lower than expected in FY 2008 and much lower than expected in FY 2009. To compensate for the reduced revenues, the City Council did a mid-year budget reduction by cutting operating and capital budgets. The economic downturn affected both sales tax and construction-related revenues. This mainly affected the General, Recreation, Storm Water, and Water funds.



## Performance Measures & Analysis (cont.)

## Budget Services

Purchasing compliance continues to maintain as illustrated in the chart to the right. Department buyers have responded positively to maintaining issuing purchase orders according to policy. However, we need to work towards continuous improvement to meet the FY 2010 goal shown below.



Measure (Fiscal Year)	2006	2007	2008	2009*	2010**
<b>BUDGET</b>					
Accuracy Rate in Forecasting Revenue (actuals as + or - percent of forecast)					
General Fund	10.3%	10.3%	1.0%	-6.7%	2.0%
Recreation Fund	1.3%	-4.3%	-4.4%	-0.8%	1.0%
Storm Water Fund	4.2%	5.5%	-2.0%	-4.8%	1.0%
Water Fund	8.6%	10.9%	10.4%	5.1%	1.0%
Weekly Waste Collection Fund	1.4%	2.4%	2.7%	0.3%	1.0%
Golf Fund	1.6%	3.1%	2.7%	0.7%	1.0%
GFOA Distinguished Budget Presentation					
Award	Yes	Yes	Yes	Yes	Yes
<b>PURCHASING</b>					
Number of Purchase Orders Issued after the Invoice Date					
Anytime After	6%	5%	6%	6%	5%
More than 2 Days After	4%	4%	4%	4%	4%
More than 7 Days After	2%	2%	2%	2%	2%
Number of Purchase Orders Issued					
Under \$1,000 - issued by the dept.	4,800	4,817	4,945	4,197	4,200
Under \$1,000 - issued by purchasing	730	515	632	955	1,000
Between \$1,000 and \$2,500	741	789	865	891	900
Over \$2,500	652	701	748	744	750
Number of Change Orders Processed	525	419	527	533	550

\* Estimated based on actual data through April 2009.

\*\* Targets for performance indicators and projections for workload indicators.

**Significant Budget Issues****Budget Services**

No significant budget issues.

**Budget Information**

<b>Department 1730</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Actual</b>	<b>2009 Estimated</b>	<b>2010 Approved</b>
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 229,451	\$ 111,016	\$ 128,081	\$ 134,119	\$ 119,416
Administrative Charges					
31411 Redevelopment Agency	6,238	10,222	8,828	7,923	9,060
31412 Water	45,327	56,984	57,693	50,800	54,051
31413 Waste Collection	9,813	13,888	13,511	14,014	14,029
31414 Fleet Operations	21,941	15,529	19,643	21,571	22,827
31415 Information Services	3,594	9,595	9,868	10,344	10,106
31416 Storm Water	9,619	13,802	13,306	11,801	13,214
31417 Alta Canyon Sports Center	6,149	9,329	6,512	6,580	6,554
31418 Golf	4,275	5,039	5,328	3,987	5,174
31419 Sandy Arts Guild	-	355	680	491	484
314110 Recreation	-	1,662	1,777	1,834	2,129
314111 Risk Management	3,594	7,013	6,582	4,834	6,340
<b>Total Financing Sources</b>	<b>\$ 340,001</b>	<b>\$ 254,434</b>	<b>\$ 271,809</b>	<b>\$ 268,298</b>	<b>\$ 263,384</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 182,385	\$ 174,213	\$ 184,636	\$ 175,841	\$ 171,850
411113 Vacation Accrual	946	731	-	-	-
411131 Overtime/Gap	76	25	-	-	-
411211 Variable Benefits	39,458	37,558	39,742	37,644	36,793
411213 Fixed Benefits	22,389	24,823	30,504	31,011	30,195
411214 Retiree Health Benefit	2,125	-	-	-	-
41131 Vehicle Allowance	3,156	2,047	-	-	-
41132 Mileage Reimbursement	-	86	42	50	50
41135 Phone Allowance	-	134	-	-	-
4121 Books, Sub. & Memberships	520	365	765	350	350
41231 Travel	949	1,536	2,056	2,750	2,750
41232 Meetings	569	839	740	-	-
41235 Training	-	421	122	725	1,450
412400 Office Supplies	770	403	819	800	800
412490 Miscellaneous Supplies	-	-	181	-	-
412611 Telephone	893	920	1,009	1,558	1,715
414111 IS Charges	78,723	10,333	11,193	17,069	16,431
4174 Equipment	7,042	-	-	500	1,000
<b>Total Financing Uses</b>	<b>\$ 340,001</b>	<b>\$ 254,434</b>	<b>\$ 271,809</b>	<b>\$ 268,298</b>	<b>\$ 263,384</b>

<b>Staffing Information</b>	<b>Bi-weekly Salary</b>		<b>Full-time Equivalent</b>		
	<b>Minimum</b>	<b>Maximum</b>	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2010</b>
<b>Regular:</b>					
Purchasing Agent	\$ 1,704.00	\$ 2,683.80	1.00	1.00	1.00
Budget Coordinator	\$ 1,704.00	\$ 2,683.80	1.00	1.00	1.00
Management Analyst	\$ 1,588.00	\$ 2,501.10	1.00	1.00	1.00
<b>Part-time:</b>					
Purchasing Assistant/Accounting Clerk	\$ 11.80	\$ 18.59	0.50	0.50	0.50
<b>Total FTEs</b>			<b>3.50</b>	<b>3.50</b>	<b>3.50</b>

## Policies & Objectives

## Fund 64 - Information Services

- The Information Services (IS) Division is an internal service fund and as such charges fees for each computer, telephone, or connection to the various data systems. The revenue collected from these fees is intended to cover both the full operating and long-term capital costs of the services provided. The objective is to meet the service needs of the city departments at the lowest possible fee.
- The services and equipment covered by the IS and telephone fees are detailed in a statement of service levels that are reviewed annually with the IS Steering Team which is made up of department representatives.
- The IS and telephone charges include a capital component that funds a capital plan based on the replacement values and useful lives of all capital equipment within the fund. The fee is adequate to replace all equipment at the assumed useful life while maintaining a positive fund balance through a ten-year period which is also the longest useful life of any piece of equipment. The IS fund balance fluctuates based on the timing of capital purchases. The assumptions used in the capital plan are adjusted annually and reviewed by the IS Steering Team.

## Five-year Accomplishments

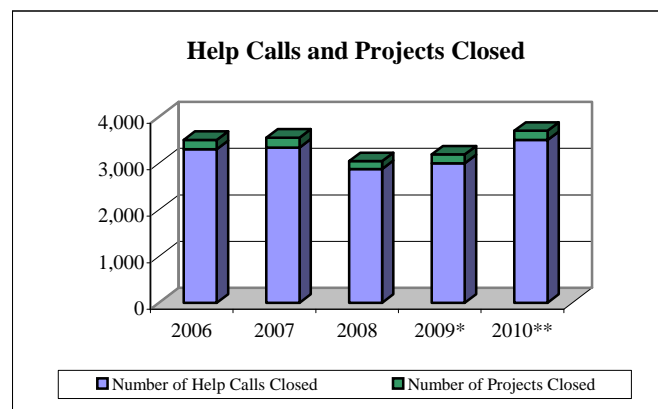
- Installed a Storage Area Network (SAN) to add scalability, maximize disk drive storage, and minimize data loss.
- Installed VMWare (Virtual Machine) to run on three servers reducing the number of physical servers by seven and allowing an increase in the number of servers without increasing hardware.
- Installed a (virtual) Terminal Server that allows the IS staff and authorized users to remotely access the network.
- Upgraded the utility billing software to the Harris "NorthStar" product running on a Windows server using an SQL database enabling online bill pay.
- Brought the web server and services in house.
- Changed the city's internet service provider to Comcast, reducing our monthly cost for internet service while increasing our bandwidth from a 1.4MB T-1 line to 8MB cable.
- Installed a wide area link to the public utilities operations building (150 East).
- Contracted for development tracking software.

## Performance Measures & Analysis

Measure (Fiscal Year)	2006	2007	2008	2009*	2010**
<b>Workload Indicators</b>					
Supported PC's and Printers	373	331	337	350	360
Number of Telephones	477	516	508	497	500
Number of Financial System Connections	684	746	686	674	680
Number of GroupWise Connections	481	484	493	509	510
Number of Court System Connections	25	26	26	26	26
Number of GIS System Connections	83	86	95	94	90
No. of Document Imaging Connections	112	114	110	170	180
Number of Help Calls Closed	3,304	3,339	2,880	3,000	3,500
Number of Projects Closed	200	214	166	190	200

\* Estimated based on actual data through April 17, 2009.

\*\* Targets for performance indicators and projections for workload indicators.



## Performance Measures & Analysis (cont.) Fund 64 - Information Services

Measure (Fiscal Year)	2006	2007	2008	2009*	2010**
<b>Efficiency Indicators</b>					
% of Help Calls Closed the Same Day	81.02%	83.59%	85.80%	88.90%	89.00%
% of Help Calls Open More than 1 Week	4.27%	2.88%	1.90%	1.61%	2.00%

\* Estimated based on actual data through April 4, 2009.

\*\* Targets for performance indicators and projections for workload indicators.

### Significant Budget Issues

- 1 Fee Changes** - Fees have increased based on rising supply costs.
- 2 Software Maintenance** - The majority of this increase is associated with the new development tracking software.

### Budget Information

Department 1724	2006 Actual	2007 Actual	2008 Actual	2009 Estimated	2010 Approved
<b>Financing Sources:</b>					
31491 Sale of Maps & Copies	\$ 1,214	\$ 709	\$ 181	\$ -	\$ -
3169 Sundry Revenue	80,435	94,528	69,364	-	-
318261 IS Charges	1,008,289	1,137,910	1,109,431	1,042,704	1,193,501
318262 Telephone Charges	133,347	146,456	156,110	162,443	178,133
3361 Interest Income	39,763	66,805	60,341	36,340	19,500
3392 Sale of Fixed Assets	4,482	3,616	7,284	-	-
<b>Total Financing Sources</b>	<b>\$ 1,267,530</b>	<b>\$ 1,450,024</b>	<b>\$ 1,402,711</b>	<b>\$ 1,241,487</b>	<b>\$ 1,391,134</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 393,096	\$ 428,868	\$ 467,746	\$ 487,789	\$ 479,390
411135 On Call Pay	3,793	4,922	5,442	5,475	5,475
411131 Overtime/Gap	-	-	459	-	-
411211 Variable Benefits	84,573	93,216	100,918	106,225	103,809
411213 Fixed Benefits	62,598	68,958	70,247	73,640	78,553
411214 Retiree Health Benefit	-	4,768	5,094	3,360	4,752
41132 Mileage Reimbursement	1,206	1,015	592	1,400	1,400
4121 Books, Sub. & Memberships	185	490	420	650	650
41231 Travel	6,572	3,921	8,681	2,560	1,760
41232 Meetings	-	200	50	-	-
41235 Training	613	5,100	801	5,659	3,319
412400 Office Supplies	584	320	683	1,000	1,000
412420 Postage	158	266	64	100	100
412440 Computer Supplies	6,186	5,523	4,494	6,894	6,894
412490 Miscellaneous Supplies	-	-	417	-	-
412511 Equipment O & M	5,467	9,950	12,847	22,272	20,272
412611 Telephone	1,319	1,929	2,083	1,400	1,400
41312 Data Communications	15,324	16,820	16,148	21,792	23,292
413130 Software Maintenance	126,301	126,093	153,692	154,612	210,447
41315 Voice Communications	28,425	27,065	28,763	29,325	24,912
41379 Professional Services	2,020	1,233	3,786	6,657	2,729
41401 Administrative Charges	68,424	153,526	179,277	202,664	218,975
4175 Software Licenses	23,800	27,277	5,194	-	-
4374 Capital Equipment	74,850	157,052	385,865	815,354	79,200
4375 Software Purchases	-	2,936	-	-	-
<b>Total Financing Uses</b>	<b>905,494</b>	<b>1,141,448</b>	<b>1,453,763</b>	<b>1,948,828</b>	<b>1,268,329</b>
<b>Excess (Deficiency) of Financing Sources over Financing Uses</b>	<b>362,036</b>	<b>308,576</b>	<b>(51,052)</b>	<b>(707,341)</b>	<b>122,805</b>
<b>Accrual Adjustment</b>	<b>(1,372)</b>	<b>34,251</b>	<b>(3,493)</b>	<b>-</b>	<b>-</b>
<b>Balance - Beginning</b>	<b>795,061</b>	<b>1,155,725</b>	<b>1,498,552</b>	<b>1,444,007</b>	<b>736,666</b>
<b>Balance - Ending</b>	<b>\$ 1,155,725</b>	<b>\$ 1,498,552</b>	<b>\$ 1,444,007</b>	<b>\$ 736,666</b>	<b>\$ 859,471</b>

**Budget Information (cont.)**
**Fund 64 - Information Services**

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2008	FY 2009	FY 2010
<b>Appointed - Category 2:</b>					
Information Services Director	\$ 2,582.40	\$ 4,067.30	1.00	1.00	1.00
<b>Regular:</b>					
Programmer / Analyst	\$ 1,943.20	\$ 3,060.50	1.00	1.00	1.00
GIS Administrator	\$ 1,704.00	\$ 2,683.80	1.00	1.00	1.00
Network Administrator	\$ 1,704.00	\$ 2,683.80	1.00	1.00	1.00
IS Technician III	\$ 1,418.40	\$ 2,234.00	1.00	1.00	1.00
IS Technician II	\$ 1,345.60	\$ 2,119.30	1.00	1.00	1.00
GIS Technician II	\$ 1,345.60	\$ 2,119.30	0.00	1.00	1.00
GIS Technician I	\$ 1,168.80	\$ 1,840.90	1.00	0.00	0.00
IS Technician I	\$ 1,168.80	\$ 1,840.90	1.00	1.00	1.00
<b>Total FTEs</b>			8.00	8.00	8.00

Fee Information	2006 Approved	2007 Approved	2008 Approved	2009 Approved	2010 Approved
<b>31491 Sale of Maps, Copies &amp; Information</b>					
Custom Staff Work (including information requests, programming, maps, and database searches - charged per hr with a 1 hr minimum - printing or copying is charged separately)	\$80	\$85	\$88	\$90	\$95
Black and White Copies (per page + postage)					
8 1/2 x 11	\$0.14	\$0.15	\$0.16	\$0.17	\$0.18
8 1/2 x 14	\$0.20	\$0.21	\$0.16	\$0.17	\$0.18
11 x 17	\$0.32	\$0.33	\$0.33	\$0.35	\$0.37
Larger Sizes (per sq. ft.)	N/A	N/A	\$0.80	\$0.84	\$0.95
24 x 36	\$5.40	\$5.65	Discontinued	Discontinued	Discontinued
36 x 48	\$8.60	\$9.00	Discontinued	Discontinued	Discontinued
Color Copies and Printing (per page + postage)					
8 1/2 x 11	\$1.66	\$1.66	\$1.66	\$1.70	\$1.80
11 x 17	\$2.18	\$2.18	\$2.65	\$2.75	\$2.80
Larger Sizes (per sq. ft.)	N/A	N/A	\$3.50	\$3.70	\$3.90
24 x 36	\$18	\$18	Discontinued	Discontinued	Discontinued
36 x 48	\$23	\$23	Discontinued	Discontinued	Discontinued
Aerial Photography as TIF File (per quarter section + postage)	\$100	\$100	\$100	\$105	\$108
Contours & Elevations as DWG File (per quarter section + postage)	\$70	\$70	Discontinued	Discontinued	Discontinued
GIS Layers in Elect. Format / Layer	N/A	N/A	\$12	\$13	\$15
<b>318261 IS Charges</b>					
Cost per Harris Module Connection per Yr					
Operating	\$206.77	\$237.19	\$260.97	\$300.86	\$292.10
Capital	\$61.40	\$51.65	\$51.63	\$54.18	\$50.04
Cost per Court System Connection per Yr					
Operating	\$353.69	\$362.66	\$652.85	\$557.00	\$661.62
Capital	\$219.23	\$176.73	\$171.10	\$186.51	\$207.02

**Budget Information (cont.)**
**Fund 64 - Information Services**

<b>Fee Information</b>	<b>2006 Approved</b>	<b>2007 Approved</b>	<b>2008 Approved</b>	<b>2009 Approved</b>	<b>2010 Approved</b>
Cost per GIS System Connection per Yr					
Operating	\$1,483.57	\$920.12	\$1,088.42	\$1,380.36	\$1,499.37
Capital	\$152.98	\$126.73	\$127.41	\$118.52	\$132.66
Cost per GroupWise Connection per Yr					
Operating	\$24.63	\$23.57	\$22.47	\$20.11	\$25.57
Cost per Document Imaging Connection per Yr					
Operating	\$188.57	\$214.36	\$226.21	\$238.48	\$155.56
Capital	\$125.25	\$106.92	\$109.48	\$112.84	\$81.04
Cost per Network Connection per Yr					
Operating	\$1,545.34	\$1,728.80	\$1,715.52	\$1,806.87	\$1,671.01
Capital	\$171.15	\$152.63	\$163.14	\$175.81	\$175.81
<b>318262 Telephone Charges</b>					
Cost per Telephone per Yr					
Operating	\$212.53	\$239.30	\$257.81	\$264.17	\$295.24
Capital	\$67.03	\$53.61	\$53.79	\$55.70	\$63.18

<b>Capital Budget - Fund 641</b>	<b>2009 Budgeted</b>	<b>2010 Tentative</b>	<b>2011 Planned</b>	<b>2012 Planned</b>	<b>2013 Planned</b>
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**64001 - General Equipment** - The FY 2010 request includes scheduled replacement of one PC for the Information Services staff. It also includes \$35,000 in equipment contingency for unscheduled adjustments to the capital plan.

\$ 144,309 \$ 37,500 \$ 52,200 \$ 60,700 \$ 60,700

**64002 - Financial Software** - The city's financial software is scheduled to be replaced in FY 2013. All options will be thoroughly explored before the scheduled replacement date.

\$ - \$ - \$ - \$ - \$ 400,000

**64003 - Citywide GIS** - The GIS main plotter and aerial photo updates are scheduled for replacement in FY 2009, and the main aerial flyover is scheduled for FY 2012.

\$ 17,450 \$ - \$ - \$ 32,000 \$ -

**64004 - Document Imaging** - The city's document imaging system is scheduled for replacement in FY 2011.

\$ - \$ - \$ 107,500 \$ -

**64005 - IT Projects - Police** - This money was set aside by the police department through equipment management savings and is held in reserve for their computer equipment replacement.

\$ 105,139 \$ - \$ - \$ - \$ -

**64012 - Telephone Switch** - The telephone switch is scheduled for renewal in FY 2013.

\$ - \$ - \$ - \$ - \$ 300,000

**64013 - Development Tracking Software** - This is software for the community development department that is funded by an increase in business license fees and building permits. The increased revenue is tracked separately in account 3169 (Sundry Revenue).

\$ 412,502 \$ 20,000 \$ - \$ - \$ -

**64014 - Prosecution/Court Integration** - This funds the final phase of a project that integrates the police, court, and prosecution databases in a way that maintains separate systems but prevents triple input and results in significant clerical savings.

\$ 31,155 \$ - \$ - \$ - \$ -

**64015 - Accounting Software Server** - Replacement of the server that runs the accounting software is scheduled for FY 2009.

\$ 30,000 \$ - \$ - \$ - \$ -

**Budget Information (cont.)**
**Fund 64 - Information Services**

<b>Capital Budget</b>	<b>2009 Budgeted</b>	<b>2010 Tentative</b>	<b>2011 Planned</b>	<b>2012 Planned</b>	<b>2013 Planned</b>
<b>64017 - Main Network Server</b> - The main network server is scheduled for replacement in FY 2012.	\$ -	\$ -	\$ -	\$ 13,000	\$ -
<b>64018 - Uninterrupted Power Supply</b> - The UPS batteries are scheduled for replacement at City Hall and various remote sites in FY 2010.	\$ -	\$ 7,000		\$ -	\$ -
<b>64019 - Tape Library</b> - The tape library used to back up all systems is scheduled for replacement in FY 2009.	\$ 10,000		\$ -	\$ -	\$ -
<b>64022 - Court Server</b> - The server for the court system is scheduled for replacement in 2011.	\$ -	\$ -	\$ 30,000		\$ -
<b>64023 - Remote Servers</b> - The Public Works server is scheduled for replacement in FY 2009 and the Public Utilities server is scheduled for replacement in FY 2010.	\$ 7,500	\$ 7,500		\$ -	\$ -
<b>64024 - City Hall Website Design</b> - This money was set aside to improve the city's website.	\$ 37,963	\$ -	\$ -	\$ -	\$ -
<b>64025 - Wireless Network Radios</b> - Replacement for the radios that transmit data across the wireless network is scheduled as needed.	\$ -	\$ 5,400	\$ 13,500	\$ 43,200	\$ 43,200
<b>64026 - Data Switches</b> - The data switches for the outlying buildings are also scheduled for replacement in FY 2009 through FY 2013.	\$ 2,700	\$ 1,800	\$ 5,400	\$ 50,000	\$ 50,000
<b>64028 - GPS Units - Public Works</b> - This money is the remaining GPS funding and is available to replace the survey GPS unit used by Public Works. Future replacements will be the department's responsibility.	\$ 2,436	\$ -	\$ -	\$ -	\$ -
<b>64030 - GPS Units - Parks</b> - This money is the remaining GPS funding and is available to replace the survey GPS unit used by Parks. Future replacements will be the department's responsibility.	\$ 4,200	\$ -	\$ -	\$ -	\$ -
<b>64913 - Internet Mapping Service</b> - This software will allow employees and residents to create online, interactive maps.	\$ 10,000		\$ -	\$ -	\$ -
<b>Total Capital Budget</b>	<b>\$ 815,354</b>	<b>\$ 79,200</b>	<b>\$ 208,600</b>	<b>\$ 198,900</b>	<b>\$ 853,900</b>

